



OASys

At a Glance

OASys At a Glance

- OASys *At a Glance* is a quick reference guide designed to provide you with brief step-by-step instructions for OASys features. Use this book for OASys 3000, 3000S, and Model II work stations. If you need more detailed information, refer to your *Operator's Guide* or *Features and Reference Guide*.
- Feature headings are alphabetized and printed in orange. Step-by-step instructions are numbered. Helpful tips are listed to provide further information.

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Part Number S690308

A-D

A-D

ACTIVATE SECOND DISK DRIVE

To activate from master station:

1. Drive 2 should be empty
2. Display System Operations Menu at master station
3. Press MODE
4. Type a
5. Insert disk in drive 2 and close door
6. If required, type disk password and press RETURN
7. Press RETURN

To record, edit, print or perform special functions on disk in drive 2:

1. Display System Operations Menu at master station
2. Select operation
3. Type #2
4. To record or update history, type comma
To perform any other operation, do not type comma
5. Type name(s) of document(s)
6. Proceed with operation—see individual operation

To display directory of disk in drive 2:

1. Display System Operations Menu at master station
2. Type d
3. Type d2
4. Select directory type—see DIRECTORY
5. Press RETURN

To deactivate:

1. Display System Operations Menu at master station
2. Press MODE
3. Type r
4. Remove disk from drive 2
5. Press CANCEL

TIPS:

- If you do not type #2 System assumes drive 1
- To use second video—see SECOND VIDEO
- See also—DISK INTERACTION

ARROW KEYS—see CURSOR MOVEMENT

ASSEMBLY—see DOCUMENT ASSEMBLY

AUTOMATIC NUMBERING

To type:

1. Position cursor with spaces, CENTER, INDENT, TAB or PARA
2. Press SHIFT + OUTLN until desired number/letter displays

To increase level:

1. Position cursor to display OUT-NUM
2. Press SHIFT + OUTLN until desired level displays

To decrease level:

1. Position cursor to display OUT-NUM
2. Press ALT SHIFT + SHIFT + DEL
3. Repeat steps 1 and 2 until desired level displays

To delete:

1. Position cursor to display OUT-NUM
2. Press ALT SHIFT + SHIFT + DEL
3. Repeat steps 1 and 2 until numbers/letters are deleted

TIPS:

- Arabic and multi-level numbers count to 255
- Roman numerals and alphabet letters count to 99
- Do not mix automatic and outline numbering
- Do not type more than one automatic number per line
- To position justified text to right of number, do not use spaces. Use TAB or INDENT
- To restart numbering—see AUTOMATIC NUMBERING: RESTART
- To change label or a level's numbering format—see OUTLINE SETS
- To automatically indent text after each number/letter—see OUTLINE

AUTOMATIC NUMBERING: RESTART

1. Change outline sets. Change level before restart to "None."
Change restart level as desired—see OUTLINE SETS
2. Position cursor on line above where numbering will restart
3. Press SHIFT + OUTLN to reach "None" level (no number will display)
4. Press RETURN
5. Press SHIFT + OUTLN until desired number/letter displays
6. Repeat steps 2-5 each time you need to restart numbering

AVAILABLE DISK SPACE

To check:

Display any directory—see DIRECTORY

Three methods to increase:

- Copy documents onto another disk; delete from original disk
- Delete unneeded documents
- Remove Special Features—see UPDATE

TIPS:

- Available space should be at least 5%-11 units.
- To add special feature during update, see UPDATE.

BACKSPACE, REQUIRED—see REQUIRED BACKSPACE

BLOCK DELETE—see DELETE

BLOCKED HYPHEN—see HYPHEN

BOLD PRINT

To type:

1. Position cursor under first bold character
2. Press ALT SHIFT + EMPH
3. Type b
4. Type text
5. Position cursor to immediate right of last bold character
6. Press ALT SHIFT + EMPH
7. Type b

To delete:

1. Press SHIFT + MODE until instruction squares display
2. Position cursor under bold square
3. Press ALT SHIFT + SHIFT + DEL

TIPS:

- Displays as instruction square
- To locate—see NEXT COMMAND SEARCH
- Type bold instructions in pairs—one for on, one for off
- Delete both bold squares
- Works best with metal wheel printers

CAPS LOCK

1. Press CAPS LOCK
2. Type text
3. Press CAPS LOCK

TIPS:

- When CAPS LOCK is down, number and punctuation keys type lower case
- To type upper case characters on number or punctuation keys, press SHIFT + character

CENTER

To type:

1. Press CENTER
2. Type line

To delete:

1. Position cursor under center symbol (>)
2. Press ALT SHIFT + SHIFT + DEL

TIPS:

- To center previously typed line, position cursor on line and press CENTER
- Centered line must be followed by RETURN or PARA
- Text centers according to left margin and line length
- To center column, use center tab stop—see TAB STOPS

CLEAR TAB STOP—see TAB STOPS

COLUMN MOVE AND DELETE

To move:

1. Position cursor on first line of table
2. Press MODE
3. Type c
4. Type m
5. Type number of column to be moved
6. Press RETURN
7. Type number of column after which moved column is to be inserted
8. Press RETURN
9. Press ↓ to move each line of column
10. Press CANCEL

To delete:

1. Position cursor on first line of table
2. Press MODE
3. Type c
4. Type d
5. Type number of column to be deleted
6. Press RETURN
7. Press ↓ to delete each line of column
8. Press CANCEL

TIPS:

- To determine column numbers, count only columns positioned with tab instructions (>)
- Indented text to right of tabbed column is moved or deleted with column
- Column at left margin without tab instruction is column 0
- Column 0 cannot be moved or deleted but may be selected to precede moved column
- Column 0 may be blank
- Record blank line below table

COPY DISK—see DUPLICATE DISK

COPY: MERGE

To merge two or more documents onto same disk:

1. Display System Operations Menu
2. Type s
3. Type c
4. Type names of original documents, separated with commas
5. Type /
6. Type name of merged document
7. Press RETURN
8. Type m

TIPS:

- Documents merged in sequence selected
- Originals not retained separately on disk
- First document's primary heading/trailer and footnote format sets and outline sets used
- Merged document name may be same name as original
- Page index erased—see PAGE INDEX
- To merge onto another disk using one drive, merge first, then copy—see COPY: SWAPPED DISK
- To merge onto another disk using two drives—see COPY: TWO STATION

COPY: STANDARD

To copy one document onto same disk:

1. Display System Operations Menu
2. Type s
3. Type c
4. Type name of original document
5. Type /
6. Type name of copy
7. Press RETURN twice

To copy and merge two or more documents onto same disk:

1. Display System Operations Menu
2. Type s
3. Type c
4. Type names of original documents, separated with commas
5. Type /
6. Type name of copy
7. Press RETURN twice

TIPS:

- Multiple documents are copied, then merged in sequence selected
- Original(s) and copy retained on disk
- Last document's primary heading/trailer and footnote formats and outline sets used
- Copy name may not be same name as original
- Merged copy page index erased—see PAGE INDEX
- To copy onto another disk using one drive—see COPY: SWAPPED DISK
- To copy onto another disk using two drives—see COPY: TWO STATION

COPY: SWAPPED DISK

To copy one document onto another disk using one drive:

1. Display System Operations Menu
2. Type s
3. Type c
4. Type name of original document
5. Type /
6. Type name of copy
7. Press RETURN
8. Type s
9. Follow prompts to swap source and destination disks

TIPS:

- Only one document may be copied at a time
- Original disk is source disk. Copy disk is destination disk
- Copy name may be same as original
- Several swaps of source and destination disks may be required
- For dual drive Systems, either drive may be used
- To copy multiple documents, merge first—see COPY: MERGE

COPY: TWO STATION

To copy one or more documents onto another disk using two drives:

1. Activate second disk drive—see ACTIVATE SECOND DISK DRIVE
2. Display System Operations Menu at master station
3. Type s
4. Type c
5. Type #1 if original is in drive 1
Type #2 if original is in drive 2
6. Type name of original document. Precede each multiple name with #1 or #2 to indicate drive. Separate names with commas
7. Type /
8. If copy is to go to drive 1, type #1
If copy is to go to drive 2, type #2
9. Type name of copy
10. Press RETURN twice

TIPS:

- Multiple originals copied according to same rules as for standard copy—see COPY: STANDARD
- Copy name may be same as original
- If no number typed, System assumes drive 1
- If no number typed for some names but number typed for others, System assumes number of last drive indicated
- To deactivate second drive—see ACTIVATE SECOND DISK DRIVE

CURSOR MOVEMENT

Word:

Next word: press SHIFT + →

Current or previous word: press SHIFT + ←

Line:

To end: press ALT SHIFT + →

To beginning: press ALT SHIFT + ←

Page:

To previous page: press SHIFT + PG ↑

To next page: press PG ↓

Selected page:

1. Press ALT SHIFT + PG #
2. Type page number
3. Press RETURN

NOTES:

- In prompt lines (such as record prompt): press TAB
- In multi-column text—see MULTI-COLUMN: TEXT
- In tabular text—see TAB STOPS
- With repagination off—see REPAGINATION OFF

DATE AND TIME

To change after System is on:

1. Display print queue—see PRINT QUEUE
2. Type d
3. Type date (digits only)
4. Type t
5. Type time (digits only)
6. Press MENU

TIP: To change last printing or last revision dates in directory—see UPDATE HISTORY DIRECTORY

DEFAULT FORMAT TAILOR—see FORMAT TAILOR

DEFAULT TAB TAILOR—see TAB TAILOR

DEFAULT UNDERLINING TAILOR—see UNDERLINING TAILOR

DELETE

Automatic numbering:

1. Position cursor to display OUT-NUM
2. Press ALT SHIFT + SHIFT + DEL
3. Repeat steps 1 and 2 until numbers/letters are deleted

Block of text:

1. Press SHIFT + MODE until instruction squares display (if document has no squares, go directly to step 2)
2. Position cursor under first character, symbol or square to be deleted
3. Press MARK
4. Position cursor under last character, symbol or square to be deleted. Underscore highlights marked text
5. Press MARK (to cancel, press CANCEL twice)
6. Press DEL (to cancel, press CANCEL three times)
7. Press RETURN to verify

Character:

1. Position cursor under character
2. Press DEL

Document:

1. Display System Operations Menu
2. Type s
3. Type d
4. Type name(s) of document(s), separated with commas
5. Press RETURN
6. Press RETURN again to verify delete

Forced page:

1. Position cursor on forced page
2. Press ALT SHIFT + DEL

Hyphen—discretionary:

1. Press SHIFT + MODE until all hyphen carets (^) display
2. Position cursor under hyphen caret
3. Press DEL

Hyphen—regular or blocked:

1. Position cursor under hyphen
2. Press DEL

Continued on next page

DELETE continued

Instruction squares, including

Bold	Multi-column	Switch Code
Font	Overstrike	Table of Contents
Footnote	Page if	Trailer
Format	Page number control	Underscore
Hanging indent	Required backspace	Widow/Orphan
Heading	Subscript	
Index	Superscript	

1. Press SHIFT + MODE until instruction squares display
2. Position cursor under square
3. Press ALT SHIFT + SHIFT + DEL

Instruction symbols, including

center (>)	page number (#)	tab (>)
group mark (■)	paragraph (¶)	variable mark (~)
indent (\)	return (v)	

1. Position cursor under or in blank space to left of symbol
2. Press ALT SHIFT + SHIFT + DEL

Line:

1. Position cursor on line
2. Press ALT SHIFT + DEL

Outline numbering:

1. Position cursor at beginning of line with number
2. Press ALT SHIFT + SHIFT + DEL until numbers/letters are deleted

Required space:

1. Position cursor under required space
2. Press DEL

Special character:

1. Position cursor under character
2. Press DEL

Tab scale:

1. Position cursor on tab scale
2. Press ALT SHIFT + DEL

Continued on next page

DELETE continued

Tab stop or clear:

1. Position cursor on tab scale where tab stop or clear was set
2. Position cursor under tab stop letter or clear
3. Press DEL

Word:

1. Position cursor at beginning of word
2. Press SHIFT + DEL

TIPS:

- Up to 15 documents may be deleted at once
- To clear tab stop, press SHIFT + CLEAR—see TAB STOPS
- To prevent recovery of deleted documents—see DELETE OVERWRITE TAILOR
- To delete column—see COLUMN MOVE AND DELETE
- To remove disk tailor—see individual tailor
- To remove Special Feature on disk—see UPDATE
- To delete all documents and phrases from disk—see UPDATE
- To remove document password—see PASSWORD
- To remove protect level—see PROTECT LEVEL
- To delete information from directory—see UPDATE HISTORY DIRECTORY

DELETE OVERWRITE TAILOR

To tailor disk:

1. Display Utility Operations Menu
2. Type t
3. Wait for prompt to display
4. Remove Utility disk
5. Insert disk to be tailored in drive 1 and close door
6. Press RETURN
7. If required, type current disk password and press RETURN
8. Type d
9. To add delete overwrite, type y
To remove delete overwrite, type n
10. Change other tailors if desired
11. Press MENU to record tailors

TIPS:

- Only documents deleted using Document Delete will be overwritten
- Only documents deleted after tailor is recorded will be overwritten

DIRECTORY

To display:

1. Display System Operations Menu
2. Type d
3. For names only, type n
For standard, do not type anything
For history, type h and press RETURN. Type desired names or type nothing for all names
4. Press RETURN

To print:

1. Display System Operations Menu
2. Type d
3. Type p
4. Follow steps 3-4 above to select desired directory

TIPS:

- To scroll through directory, press ↓
- Asterisk (*) under PHRASES USED indicates move block not yet inserted—see MOVE
- To stop printing directory, press HALT
- To update information in directory—see UPDATE HISTORY DIRECTORY
- To display for disk in drive 2—see ACTIVATE SECOND DISK DRIVE, DISK INTERACTION, SECOND VIDEO

DISCRETIONARY HYPHEN—see HYPHEN

DISK INTERACTION (OASys 3000 only)

To record, edit, print or perform special functions:

1. Both disks must be tailored for disk interaction
2. Display System Operations Menu at master station
3. Display System Operations Menu at second video
4. Select operation
5. For drive 1, type #1
For drive 2, type #2
6. To record or update history, type comma
To perform any other operation, omit comma
7. Type name(s) of document(s)
8. Proceed with operation—see individual operation

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DISK INTERACTION continued

To display directory:

1. Both disks must be tailored for disk interaction
2. Display System Operations Menu at master station
3. Display System Operations Menu at second video
4. For drive 1, type dd1
For drive 2, type dd2
5. Follow prompt to select desired directory—see DIRECTORY

TIPS:

- Disk interaction is ability to use disk in drive 1 from second video or use one disk from both stations at once (dual stations only)
- If you type no number at master station, System assumes drive 1
- If you type no number at second video, System assumes drive 2
- For disk interaction tailor—see DISK INTERACTION TAILOR

DISK INTERACTION TAILOR

To tailor disk:

1. Display Utility Operations Menu
2. Type t
3. Wait for prompt to display
4. Remove Utility disk
5. Insert disk to be tailored in drive 1 and close door
6. Press RETURN
7. If required, type current disk password and press RETURN
8. Type i
9. To add disk interaction tailor, type y
To remove disk interaction tailor, type n
10. Change other tailors if desired
11. Press MENU to record tailors

DISK PASSWORD TAILOR—see PASSWORD TAILOR

DISKETTE DENSITY

You can assume the diskette is single sided single density (SS/SD) unless the label on the left-hand side contains the following information:

SS/DD = Single Side, Double Density
DS/DD = Double Side, Double Density

TIPS

- You may record up to 100 pages on SS/SD, 200 pages on SS/DD, and 400 pages on DS/DD

DISPLAY LEVEL—see SCREEN DISPLAY LEVEL

DOCUMENT ASSEMBLY: STANDARD DOCUMENT

To type standard document which contains variable inserts:

1. Record document
2. Format as desired
3. Type text. Stop at each location of variable or paragraph insert:
At variable location, type variable insert switch code—see below
At standard paragraph location, type paragraph insert switch code—see below

To type standard document which contains only paragraph inserts:

1. Record document
2. Position cursor on line 1
3. Press ALT SHIFT + MARK three times
4. Type a space
5. Press RETURN
6. Format as desired
7. Type text. Stop at each location of paragraph insert and type paragraph insert switch code—see below

To type variable insert switch code:

1. Position cursor at variable insert location
2. Press ALT SHIFT + SWITCH
3. Type v
4. For named variable insert, type name
For unnamed variable insert, do not type name
5. Press RETURN

To type paragraph insert switch code:

1. Position cursor at paragraph insert location
2. Press ALT SHIFT + SWITCH
3. Type p
4. Type name of standard paragraph
5. Press RETURN

To delete switch code:

1. Press SHIFT + MODE until instruction squares display
2. Position cursor under switch code square
3. Press ALT SHIFT + SHIFT + DEL

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DOCUMENT ASSEMBLY: STANDARD DOCUMENT

continued

TIPS:

- Switch code displays as instruction square
- To locate switch code—see NEXT COMMAND SEARCH
- Variable or paragraph name may be 1-10 letters, numbers or hyphens
- Type spaces and punctuation to surround variable insert switch codes
- To repeat previously named variable, type name in switch code exactly as in previous switch code
- You may use PARA to position cursor at paragraph insert location
- Standard paragraphs inserted at paragraph insert switch code locations are recorded as separate documents on disk
- Do not mix named and unnamed variable insert switch codes
- You must use named variable inserts to:
 - print matching envelopes or labels for letters
 - use repeated variables
 - print selected index numbers
 - use master variable document
- To type variable document—see DOCUMENT ASSEMBLY: VARIABLE DOCUMENT

DOCUMENT ASSEMBLY: VARIABLE DOCUMENT

To type named variable document:

1. Record document
2. Position cursor on line 1
3. Type names of variables exactly as typed in switch codes, separated with commas, spaces or RETURNS. Type repeated variable name once only
4. Type group mark—see next page
5. Press RETURN
6. Type variables in same order as you typed names in step 3. Type repeated variables only once
7. Type variable mark after each variable—see next page
8. Type group mark at end of each group of variables

To type unnamed variable document:

1. Record document
2. Position cursor on line 1
3. Type group mark—see next page
4. Press RETURN
5. Type variables in same order as in standard document
6. Type variable mark after each variable—see next page
7. Type group mark at end of last group of variables

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DOCUMENT ASSEMBLY: VARIABLE DOCUMENT

continued

To type paragraph insert (standard paragraph):

1. Record document, using name you typed for paragraph insert switch code
2. Type paragraph

To type variable mark:

Press SHIFT + MARK

To type group mark:

Press ALT SHIFT + MARK

To delete variable mark (~) or group mark (■):

1. Position cursor under variable or group mark
2. Press ALT SHIFT + SHIFT + DEL

TIPS:

- Maximum of 32 variable names
- Number of variable groups limited only by space on disk
- Record formats and PARA instructions in standard document

DOCUMENT ASSEMBLY: PRINT

To print document containing variable inserts:

1. Display System Operations Menu
2. Type p
3. Type name of standard document
4. Press RETURN
5. Type o
6. Select other print options desired
7. Press RETURN
8. Type a
9. Select other special options desired
10. Press RETURN
11. Type name of variable document
12. Press RETURN
13. To print specific group of variables, type index number
To print all groups of variables, do not type index number
14. Press RETURN
15. If applicable, follow prompt to insert paper and press RETURN

To print document containing only paragraph inserts:

Use usual print command to print standard document—see PRINT

Continued on next page

DOCUMENT ASSEMBLY: PRINT continued

TIPS:

- To select group of index numbers, type comma between numbers 7,9)
- You must select index numbers in sequence (for example, you cannot select 7 and 9. You must select 7 through 9)
- Do not select index numbers when printing unnamed variables
- Index selection limited to first 255 variable groups

DOCUMENT DELETE—see DELETE

DOCUMENT INSERT

To use document insert:

1. Position the cursor at the point in text where you want the insertion to take place
2. Press PHRASE
3. Press ALT SHIFT + SWITCH
4. Type the name(s) of the document(s) you want to insert
5. Press RETURN

TIPS

- If the document you insert contains headings, trailers, footnotes, or equations, these will not be included
- If you accidentally start to insert the wrong document, pressing CANCEL stops document insert, and text will no longer be inserted
- If there is a problem, the system will beep and display the following message: ERROR: Document name not found, is busy, or is protected. This message will remain for a moment, then the screen will display the prompt asking for the document's name

DOCUMENT INSERT: DOCUMENT PARTS/GROUP MARK

To record a group mark:

1. Edit the document
2. Position the cursor at character position one, space one
3. Press ALT SHIFT + MARK

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DOCUMENT INSERT: DOCUMENT PARTS/GROUP MARK continued

To insert a document part:

1. Position the cursor where you want the insertion to begin
2. Press PHRASE
3. Press ALT SHIFT + SWITCH
4. Type the name of the document you want to insert, followed by a slash (/)
5. Type the number of the document part you want to use
6. Press RETURN

TIPS

- Anytime you want to mark a document into parts, you must begin the document with a group mark

DUPLICATE DISK

One drive:

1. Display Utility Operations Menu
2. Type d
3. Wait for duplication prompt to display
4. Type 1
5. Remove Utility disk
6. Follow prompts to insert source and destination disks until message indicates duplication is complete

Two drives:

1. Display Utility Operations Menu
2. Type d
3. Wait for duplication prompt to display
4. Type 2
5. Remove Utility disk
6. Insert source disk in drive 1 and close door
7. Insert destination disk in drive 2 and close door
8. Press RETURN

TIPS:

- Source disk is disk to be duplicated
- Destination disk is disk to be duplicated onto
- To duplicate document—see COPY
- To duplicate text—see PHRASE

PAGE LEFT INTENTIONALLY BLANK

E-H

E-H



EDIT

1. Display System Operations Menu
2. Type e
3. Type name of document
4. Press RETURN

TIPS:

- To change text—see DELETE, FORMAT, INSERT, PAGINATION, REFORMAT
- To edit document on disk in drive 2—see ACTIVATE SECOND DISK DRIVE, DISK INTERACTION, SECOND VIDEO

EMPHASIS—see BOLD PRINT, FONT CHANGE, OVERSTRIKE

ERROR MESSAGE

Refer to “Help” and “Utility Disk” sections of *Features and Reference Guide*. For error messages displayed using Special Features, refer to Special Feature documentation

FEATURE CONFIGURATION

To check features:

1. Display System Operations Menu
2. Press MODE
3. Type f
4. Press MENU to return to System Operations Menu

TIPS:

- S indicates availability on System. D indicates availability on disk
- Once System is on, all disks used must have same features. To use disk with different features, power System completely off, then power back on—see POWER OFF, POWER ON. Insert disk you wish to use
- To add or remove features on disk—see UPDATE

FONT CHANGE

To type:

1. Position cursor under first character of font change
2. Press ALT SHIFT + EMPH
3. Type f
4. Type font number (1, 2, 3 or 4)

To delete:

1. Press SHIFT + MODE until instruction squares display
2. Position cursor under font square
3. Press ALT SHIFT + SHIFT + DEL

To print multi-font document:

1. Change print wheel and print wheel sets if necessary
2. Display System Operations Menu
3. Type p
4. Type name of document
5. Press RETURN
6. Type o
7. Select other print options desired
8. Press RETURN
9. Type f
10. Type number of font to print
For twin track, type two font numbers, separated with comma
11. Select other special options desired
12. Press RETURN
13. If applicable, follow prompt to insert paper and press RETURN
14. Follow same procedure to print each font

TIPS:

- Displays as instruction square
- To locate—see NEXT COMMAND SEARCH
- Record font change instruction for every font change in text
- Record font instruction (usually font 1) at first character position of main document and each heading, trailer and footnote
- Automatic underscore, footnote separator, and footnote continuation string always print in font 1
- One font per print pass (two fonts per print pass for twin track printers)
- When no font is specified, all fonts print

FOOTNOTE

To type:

1. Position cursor where footnote is referenced in document
2. Type reference number if desired
3. Press FOOT
4. Type reference number if desired
5. Type text of footnote
6. Press FOOT

To edit:

1. Press SHIFT + MODE until instruction squares display
2. Position cursor under footnote square
3. Press FOOT
4. Perform edits
5. Press FOOT

To delete:

1. Press SHIFT + MODE until instruction squares display
2. Position cursor under footnote square
3. Press ALT SHIFT + SHIFT + DEL

Rules for printing:

- Do not print selected pages (4, 5, 6) or groups of pages (4-6) when footnotes continue across the pages. Instead, print from page containing first footnote instruction desired to 999. HALT after appropriate page prints
- To print page with continued footnote, print page containing footnote instruction through 999
- When printing pages with continued footnotes, do not select Reprint Current Page after HALT. Clear queue and retype print command
- If footnote instruction is on last line of page, footnote prints on next page
- If document's last page contains only continued footnote text, type RETURN(s) at end of main document to create extra page(s) on which continued footnote will print

Continued on next page

FOOTNOTE continued

TIPS:

- Displays as instruction square
- To locate—see NEXT COMMAND SEARCH
- Do not use tab stops in footnote. Position text with spaces, CENTER or PARA
- Footnote instruction square cannot be phrased but can be moved—see MOVE. Footnote text may be phrased
- Maximum of 19 footnotes totalling 255 footnote lines per page
- For blank line(s) between footnotes, type RETURN(s) above text inside each footnote
- To change footnote formats—see FOOTNOTE: FORMAT SETS

FOOTNOTE CONTINUATION STRING—see FOOTNOTE PRINT OPTIONS TAILOR

FOOTNOTE: FORMAT SETS

To change primary format sets:

1. Position cursor anywhere in main document
2. Press FORMAT
3. Press FOOT
4. Follow prompts to type format changes
5. Press RETURN
6. Edit each footnote typed before change to reformat

To change secondary format sets:

1. Press SHIFT + MODE until instruction squares display
2. Position cursor under footnote
3. Press FOOT
4. Press FORMAT once (or twice for menu)
5. Follow prompts to type format changes
6. Press RETURN
7. Press FOOT

TIPS:

- Primary formats include: S,T,I,M,L,C,V,J
- Primary formats affect all footnotes except those with secondary formats
- Secondary formats include: I,M,L,C,V,J
- Secondary formats affect only the footnote in which they are set
- Secondary formats display as squares inside footnote. To delete, press ALT SHIFT + SHIFT + DEL
- To add or change footnote separator or continuation string—see FOOTNOTE PRINT OPTIONS TAILOR

FOOTNOTE PRINT OPTIONS TAILOR

To tailor disk for footnote separator and/or continuation string:

1. Display Utility Operations Menu
2. Type t
3. Wait for prompt to display
4. Remove Utility disk
5. Insert disk to be tailored in drive 1 and close door
6. Press RETURN
7. If required, type current disk password and press RETURN
8. Type n
9. For footnote separator, type 1:
 - Type separator character (1 character)
 - Type number of times character should print (1-200)
 - Press RETURN
10. For continuation string, type 2:
 - Type continuation string (1-10 characters or spaces)
 - Press RETURN
11. Press CANCEL to return to Tailor Menu
12. Change other tailors if desired
13. Press MENU to record tailors

TIPS:

- Immediately affects all documents on disk
- Footnote separator prints on last line of footnote's top margin and uses footnote primary formats
- Continuation string prints on first line of main document's bottom margin and uses last footnote's formats
- When continuation string prints, trailer prints one line lower

FOOTNOTE SEPARATOR—see FOOTNOTE PRINT OPTIONS TAILOR

FORCED PAGE

To type:

1. Position cursor at end of last line on page
2. Press SHIFT + PAGE/PARA

To delete:

1. Position cursor on forced page
2. Press ALT SHIFT + DEL

TIPS:

- Forced page prevents justification of line above it
- To force page in multi-column text—see MULTI-COLUMN: TEXT

FORMAT

To type:

1. Position cursor where new format should take effect
2. Press FORMAT once (or twice for menu)
3. Type letter of format
4. Type new number, separating multiple changes with commas
5. Press RETURN

To delete:

1. Press SHIFT + MODE until instruction squares display
2. Position cursor under format square
3. Press ALT SHIFT + SHIFT + DEL

TIPS:

- Each new format set displays as instruction square
- To locate—see NEXT COMMAND SEARCH
- Maximum for P and X is 126
- Maximum for F and S is 63
- Maximum for T is 31
- Maximum for I is 40
- Maximum for M and L is 238
- Maximum for C is 60
- Left margin and line length combined must not exceed 132 if document will be printed (except for wide track printer)
- To reformat document—see REFORMAT
- To change heading/trailer or footnote format sets—see HEADING: FORMAT SETS, TRAILER: FORMAT SETS or FOOTNOTE: FORMAT SETS
- To tailor disk's formats—see FORMAT TAILOR
- For smaller format units—see INCREMENTAL PRINTER SPACING

FORMAT TAILOR

To tailor disk:

1. Display Utility Operations Menu
2. Type t
3. Wait for prompt to display
4. Remove Utility disk
5. Insert disk to be tailored in drive 1 and close door
6. Press RETURN
7. If required, type current disk password and press RETURN
8. Type f
9. Follow prompts to change format(s)
10. Press CANCEL to return to Tailor Menu
11. Change other tailors if desired
12. Press MENU to record tailors

TIPS:

- Affects main document formats and primary heading/trailer and footnote formats for all new documents
- Does not affect previously recorded document unless page index is erased—see PAGE INDEX

GROUP MARK—see DOCUMENT ASSEMBLY: VARIABLE DOCUMENT

HALT

To stop printer:

1. Press HALT
2. If required, type number of printer to be halted
3. Type letter of desired halt option

TIPS:

- Printer repositions continuous form paper at top of sheet for all options except "Resume print" and "Stop print and CLEAR QUEUE"
- For full choice of halt options, depress HALT at station which is printing document

HANGING INDENT

To type:

1. Position cursor above text to be indented
2. Set left tab stop for each indent level—see TAB STOPS
3. Position cursor at beginning of first line (which will not be indented)
4. Press SHIFT + INDENT once for each indent level required
5. Type text
6. Press RETURN to end indent

To delete:

1. Press SHIFT + MODE until instruction squares display
2. Position cursor under hanging indent square
3. Press ALT SHIFT + SHIFT + DEL

TIPS:

- Displays as instruction square
- Next Command Search does not locate
- PARA and forced page do not end indent
- You may combine hanging indent and indent
- To indent first line also—see INDENT
- For paragraph indent, use PARA key—see PARAGRAPH

HEADING

To type heading which will start printing on page 1:

1. Position cursor on page 1, line 1
2. Press SHIFT + HEAD
3. For Both/Even heading, press RETURN
For Odd heading, type o
4. Type text of heading
5. Press HEAD

To type heading which will start printing on page other than 1:

1. Determine on which page heading should begin
2. Position cursor on preceding page
3. Position cursor on any line except line 1
4. Press SHIFT + HEAD
5. For Both/Even heading, press RETURN
For Odd heading, type o
6. Type text of heading
7. Press HEAD

Continued on next page

HEADING continued

To edit:

1. Press SHIFT + MODE until instruction squares display
2. Position cursor under heading square
3. Press SHIFT + HEAD
4. If heading is Both/Even, press RETURN
If heading is Odd, type o
5. Perform edits
6. Press HEAD

To delete:

1. Press SHIFT + MODE until instruction squares display
2. Position cursor under heading square
3. Press ALT SHIFT + SHIFT + DEL

TIPS:

- Displays as instruction square
- To locate—see NEXT COMMAND SEARCH
- Do not use tab stops in heading. Position text with spaces, CENTER or PARA
- Heading instruction cannot be phrased but can be moved—see MOVE. Heading text may be phrased
- Both/even heading prints on all pages when there is no odd heading
- Both/even heading prints on even pages when there is an odd heading
- Odd heading always prints on odd pages
- To change formats—see HEADING: FORMAT SETS
- For automatic page numbering—see PAGE NUMBER

HEADING: FORMAT SETS

To change primary format sets:

1. Position cursor anywhere in main document
2. Press FORMAT
3. Press SHIFT + HEAD
4. Follow prompts to type format changes
5. Press RETURN

Continued on next page

HEADING: FORMAT SETS continued

To change secondary format sets:

1. Press SHIFT + MODE until instruction squares display
2. Position cursor under heading square
3. Press SHIFT + HEAD
4. If heading is Both/Even, press RETURN
If heading is Odd, type o
5. Press FORMAT once (or twice for menu)
6. Follow prompts to type format changes
7. Press RETURN
8. Press HEAD

TIPS:

- Primary formats include: S, T, I, M, L, C, V, J
- Primary formats affect all headings and trailers except those with secondary formats
- Secondary formats include: T, I, M, L, C, V, J
- Secondary formats affect only the heading in which they are set
- Secondary format sets display as instruction squares. To delete, press ALT SHIFT + SHIFT + DEL

HIGH PRIORITY

1. Remove document if already in queue—see PRINT QUEUE
2. Display System Operations Menu
3. Type p
4. Type name of document
5. Press RETURN
6. Type h
7. Select other print options as desired
8. Press RETURN

TIPS:

- On OASys 3000 and Model II work stations, high priority document prints immediately following currently printing document.
- On OASys 3000S, high priority document is next in your print queue.

HYPHEN

To type regular hyphen:

1. Position cursor where regular hyphen should be
2. Type hyphen

To type blocked hyphen:

1. Position cursor where blocked hyphen should be
2. Press SHIFT + BLK-

To type discretionary hyphen:

1. Position cursor under character to follow hyphen
2. Press DIS-

To delete regular or blocked hyphen:

1. Position cursor under hyphen
2. Press DEL

To delete discretionary hyphen:

1. Press SHIFT + MODE until all hyphen carets (^) display
2. Position cursor under hyphen caret
3. Press DEL

TIPS:

- Discretionary hyphen divides word at end of line when necessary
- Blocked hyphen keeps word together at all times
- Regular hyphen lets word be split between lines at hyphen location
- See also—HYPHENATION PASS

HYPHENATION PASS

To use:

1. Position cursor on line 1
2. Press MODE
3. Type h
4. For default hot zone of 1/2 inch, do not type anything
For other hot zone, type number in 1/10 inches
5. Press RETURN
6. Each time hyphenation pass stops:
For hyphenation, press DIS- at desired location
For no hyphenation, press RETURN

Continued on next page

HYPHENATION PASS continued

TIPS:

- Perform hyphenation pass after final edits but before widow/orphan pass
- To stop hyphenation pass, press CANCEL
- Hyphen may be typed at or to left of cursor position when hyphenation pass stops. No hyphenation occurs if hyphen is typed to right of cursor position

I-O

I-O



INCREMENTAL PRINTER SPACING

To type:

1. Position cursor where incremental format should take effect
2. Press FORMAT once (or twice for menu)
3. Type letter of format
4. Type new number
5. Type ! after number to indicate incremental units, separating multiple changes with commas
6. Press RETURN

TIPS:

- Horizontal formats (M, L, C): 120 incremental units per inch.
1 unit = $\frac{1}{120}$ inch = $\frac{1}{12}$ Pica character
- Vertical formats (P, X, F, S, T): 48 incremental units per inch.
1 unit = $\frac{1}{48}$ inch = $\frac{1}{8}$ line
- For details on formats—see FORMAT

INDENT

To type:

1. Position cursor above text to be indented
2. Set left tab stop for each indent level—see TAB STOPS
3. Position cursor at beginning of first line to be indented
4. Press INDENT once for each indent level required
5. Type text
6. Depress RETURN to end indent

To delete:

1. Position cursor under indent symbol (\\)
2. Press ALT SHIFT + SHIFT + DEL to delete each indent level

TIPS:

- PARA and forced page do not end indent
- To indent all but first line—see HANGING INDENT
- For paragraph indent, use PARA key—see PARAGRAPH

INDEX

To type instruction:

1. Position cursor under word or phrase to be indexed
2. Press INDEX
3. Type text that should appear in index
4. Press RETURN

To automatically search and index a word or phrase:

1. Position cursor where search should begin
2. Press SEARCH
3. Type i
4. To index each occurrence without stopping, type a
To verify each index instruction, type v
5. Type word or phrase to be located
6. To find any occurrence, press RETURN
To find only occurrences capitalized exactly as typed in step 4, press MARK
7. Type text that should appear in index
8. Press RETURN
9. If you selected Verify, each time search stops:
To index occurrence, press RETURN
To prevent indexing, press SEARCH

To delete:

1. Press SHIFT + MODE until instruction squares display
2. Position cursor under index square
3. Press ALT SHIFT + SHIFT + DEL

TIPS:

- Displays as instruction square
- To locate—see NEXT COMMAND SEARCH
- To cancel index search, press CANCEL

INDEX: CREATE

1. Display System Operations Menu
2. Type s
3. Type i
4. Type name of document to be indexed
5. Type /
6. Type desired name for index document
7. Press RETURN
8. Type i
9. Edit index when cursor reappears and format as desired

TIPS:

- Document for which index is created must have index instructions—see INDEX
- Newly created index may contain up to 2400 characters. More characters may be added during edit after creation
- System follows page number control instructions when creating index document
- Page index erased—see PAGE INDEX

INSERT

Between words:

1. Position cursor under space between words
2. Press spacebar
3. Type text

Within words:

1. Position cursor under character to follow insertion
2. Press INS
3. Type text

To left of instruction square:

1. Press SHIFT + MODE until instruction squares display
2. Position cursor under square
3. Type text

TIPS:

- To cancel insert, press any ARROW key
- To insert moved or phrased text—see MOVE or PHRASE

INSTRUCTION SQUARES

To display:

Press SHIFT + MODE until instruction squares display

To delete:

1. Press SHIFT + MODE until instruction squares display
2. Position cursor under square
3. Press ALT SHIFT + SHIFT + DEL

TIP: To locate most instruction squares—see NEXT COMMAND SEARCH

JUSTIFICATION

1. Position cursor where justification should take effect
2. Change format to J1—see FORMAT
3. Change primary format sets for headings, trailers and footnotes to J1—see HEADING: FORMAT SETS, TRAILER: FORMAT SETS, FOOTNOTE: FORMAT SETS

TIPS:

- Line ending in RETURN or followed by forced page will not justify
- Justification does not display on screen
- To position justified text after automatic number, do not use spaces. Use TAB or INDENT

MARK—see MOVE, PHRASE, DELETE

MENU—see SYSTEM OPERATIONS MENU, UTILITY OPERATIONS MENU, TAILOR

MERGE—see COPY: MERGE, COPY: STANDARD, DOCUMENT ASSEMBLY, PRINT ASSEMBLY

MESSAGE

Refer to “Help” and “Utility Disk” sections of *Features and Reference Guide*. For error messages obtained using Special Features, refer to Special Feature documentation

MOVE

To move block of text:

1. Press SHIFT + MODE until instruction squares display (if document has no squares, go directly to step 2)
2. Position cursor under first character, symbol or square to be moved
3. Press MARK
4. Position cursor under last character, symbol or square to be moved. Underscore highlights marked text
5. Press MARK (to cancel, press CANCEL twice)
6. Press MOVE
7. If move block is in use, press CANCEL three times. Insert old move block before marking and moving new block—see below

To move tab scale:

1. Position cursor on tab scale
2. Press MARK
3. Position cursor on tab scale again
4. Press MARK
5. Press MOVE

To insert move block:

1. Press SHIFT + MODE until instruction squares display (if document has no squares, go directly to step 2)
2. Position cursor under character, symbol or square to follow insertion
3. Press PHRASE
4. Press RETURN

TIPS:

- Move block size unlimited. Whole document may be moved
- Any combination of text, symbols and squares may be moved
- Only one block may be moved at a time. Insert moved block before marking and moving second block
- When block of text has been moved but not yet inserted, asterisk (*) displays under PHRASES USED in directory
- Move block may be inserted in any document on disk
- To phrase block of text—see PHRASE
- To delete block of text—see DELETE
- To move column—see COLUMN MOVE AND DELETE
- To move cursor—see CURSOR MOVEMENT
- On OASys 3000 and Model II work stations, text to be moved is highlighted by an underscore.
- On OASys 3000S, highlight is black characters on white background.

MULTI-COLUMN

To type multi-column instruction:

1. Position cursor on line where columns will begin
2. Press MODE
3. Type m
4. Type number of columns desired
5. Press RETURN
6. Type number for distance between columns in $\frac{1}{10}$ inches
7. Press RETURN

To type multi-column:0 instruction:

1. Position cursor in column 1, where multi-column should end
2. Press MODE
3. Type m
4. Type 0
5. Press RETURN

To change:

1. Press SHIFT + MODE until instruction squares display
2. Position cursor under either multi-column square
3. Type new multi-column instruction

To delete:

1. Press SHIFT + MODE until instruction squares display
2. Position cursor under first multi-column square
3. Press ALT SHIFT + SHIFT +DEL twice

TIPS:

- Displays as two instruction squares (Multi-column:0 displays as one square). Do not separate squares with text or spaces
- To locate—see NEXT COMMAND SEARCH
- Maximum of 7 columns
- Equal distance between all columns
- Distance between columns and line length combined cannot exceed total line length of document
- To type multi-column text—see MULTI-COLUMN: TEXT

MULTI-COLUMN: TEXT

Equal line length for all columns:

1. Position cursor on line where columns will begin
2. Type multi-column instruction—see MULTI-COLUMN
3. Change line length format
4. Type text
5. Type multi-column:Ø instruction to end multi-column—see MULTI-COLUMN

Varying line length for columns:

1. Position cursor on line where columns will begin
2. Type multi-column instruction—see MULTI-COLUMN
3. Change line length format for column 1
4. Type first item in column 1
5. End column 1 manually—see below
6. Change line length format for next column
7. Type first item in next column
8. End next column manually
9. Follow steps 6-8 for each item in each column. Type blank line above each item after first item in each column
10. Type multi-column:Ø instruction to end multi-column text—see MULTI-COLUMN

To manually end column:

Press SHIFT + PAGE/PARA

To type blank column:

1. Position cursor in column
2. Press RETURN
3. Press SHIFT + PAGE/PARA

To end page:

1. End columns manually (if necessary) to position cursor in column 1—see above
2. Type multi-column:Ø instruction—see MULTI-COLUMN
3. Press SHIFT + PAGE/PARA
4. Type multi-column instruction—see MULTI-COLUMN

Continued on next page

MULTI-COLUMN: TEXT continued

To move cursor to next column in multi-column text:

Press PG ↓

To delete end of column instruction:

1. Position cursor on end of column instruction
2. Press ALT SHIFT + SHIFT + DEL

TIPS:

- Lower right hand corner of screen displays current column number
- If line length changes from column to column, you must manually end each column

NEXT COMMAND SEARCH

1. Position cursor where search should begin
2. Press SHIFT + MODE until instruction squares display (optional)
3. Press SHIFT + NXT CMD
4. Repeat to find next square

TIPS:

- Finds all squares except: hanging indent, required backspace, superscript, subscript, underscore, group mark
- To stop search, press CANCEL

NUMBERING—see AUTOMATIC NUMBERING, OUTLINE, PAGE NUMBER

OFF—see POWER OFF

ON—see POWER ON

OUTLINE

To type:

1. Position cursor above location of outline
2. Set left tab stop for each outline level you will use
3. Press RETURN
4. Press OUTLN until desired number/letter displays

To increase level:

1. Position cursor at beginning of line with number/letter
2. Press OUTLN until desired level displays

To decrease level:

1. Position cursor at beginning of line with number/letter
2. Press ALT SHIFT + SHIFT + DEL until desired level displays

To delete:

1. Position cursor at beginning of line with number/letter
2. Press ALT SHIFT + SHIFT + DEL until numbers/letters are deleted

TIPS:

- Arabic and multi-level numbers count to 255
- Roman numerals and alphabet letters count to 99
- Do not mix outline and automatic numbering
- Do not type more than one outline number per line
- Do not use INDENT and OUTLN keys on same line
- Tab stops determine where text indents for each level
- To restart numbering—see OUTLINE: RESTART
- To change label or a level's numbering format—see OUTLINE SETS

OUTLINE: RESTART

1. Change outline sets. Change level before restart level to "None."
Change restart level as desired—see OUTLINE SETS
2. Position cursor on line above where numbering will begin
3. Set left tab stop for each outline level you will use (including "None" level)
4. Press RETURN
5. Press OUTLN to reach "None" level (no number will display)
6. Press RETURN
7. Press OUTLN until desired number/letter displays
8. Repeat steps 4-7 each time you need to restart numbering

OUTLINE SETS

To change:

1. Press MODE
2. Type o
3. For label, type label
For no label, do not type anything
4. Press RETURN
5. Follow prompts to select numbering format for each level
6. Change only to last level you need, then press CANCEL

TIPS:

- Standard (default) outline settings:
 - I. Level One
 - A. Level Two
 1. Level Three
 - a. Level Four
 - (1) Level Five
 - (a) Level Six
- Maximum of 6 outline levels
- Outline label may be 1-10 characters and spaces
- Outline sets affect entire document
- If you make a mistake while changing sets, press CANCEL and start again with step 1
- Number of multi-level digits displayed should be equal to or higher than outline level. For example, select 3 or more digits to display for level 3. Maximum is 6
- To change disk's standard sets—see OUTLINE SETS TAILOR

OUTLINE SETS TAILOR

To tailor disk:

1. Display Utility Operations Menu
2. Type t
3. Wait for prompt to display
4. Remove Utility disk
5. Insert disk to be tailored in drive 1 and close door
6. Press RETURN
7. If required, type current disk password and press RETURN
8. Type o
9. Follow prompts to change outline label and/or level(s)
10. Press CANCEL to return to Tailor Menu
11. Change other tailors if desired
12. Press MENU to record tailors

TIPS:

- Affects all new documents
- Does not affect previously recorded document unless document loses outline sets during recovery or merge

OVERSTRIKE

To type:

1. Position cursor under first position to be overstruck
2. Press ALT SHIFT + EMPH
3. Type o
4. Type overstriking character
5. Type text
6. Position cursor to immediate right of last position to be overstruck
7. Press ALT SHIFT + EMPH
8. Type o
9. Press RETURN

To delete:

1. Press SHIFT + MODE until instruction squares display
2. Position cursor under overstrike square
3. Press ALT SHIFT + SHIFT + DEL

TIPS:

- Displays as instruction square
- To locate—see NEXT COMMAND SEARCH
- Type overstrike instructions in pairs—one for on, one for off
- Delete both overstrike squares
- See also—REQUIRED BACKSPACE

OVERWRITE—see DELETE OVERWRITE TAILOR

P-Q

P-Q

P-Q

PAGE IF

To type:

1. Count number of single spaced lines in block
2. Position cursor on line above block
3. Press ALT SHIFT + PAGE/PARA
4. Type number determined in step 1
5. Press RETURN

To delete:

1. Press SHIFT + MODE until instruction squares display
2. Position cursor under page if square
3. Press ALT SHIFT + SHIFT + DEL

TIPS:

- Displays as instruction square
- To locate—see NEXT COMMAND SEARCH
- Keeps block of text from splitting between pages
- Round number of lines up to next whole number if necessary

PAGE INDEX

Four methods for establishing page index:

- Beginning on line 1, search to nonexistent word such as “xyz”—see SEARCH
- Beginning on line 1, use ↓ or PG ↓ to scroll to end of document
- Beginning on line 1, perform hyphenation or widow/orphan pass to end of document
- Print entire document

TIPS:

- When page index is erased, you cannot search to or print selected pages
- Page index will be erased:
 - In a merged document—see COPY: MERGE
 - In a standard copy of multiple originals—see COPY: STANDARD
 - When indicated by a recovery message—see RECOVERY
 - In a newly created index or table of contents—see INDEX: CREATE, TABLE OF CONTENTS: CREATE

PAGE NUMBER

To type:

1. Record or edit heading or trailer—see HEADING or TRAILER
2. Position cursor with CENTER or spaces where page number should print (inside heading or trailer)
3. Press ALT SHIFT + PG#
4. Type other text, if desired
5. Exit heading or trailer

To delete:

1. Edit heading or trailer
2. Position cursor under page number instruction (#)
3. Press ALT SHIFT + SHIFT + DEL

TIPS:

- Arabic numbers count to 255
- Roman numerals count to 99
- Numbering matches page number displayed at bottom of screen unless page number control is used
- To begin with specific number or use Roman numerals—see PAGE NUMBER CONTROL

PAGE NUMBER CONTROL

To affect numbering in heading on page 1:

1. Position cursor on page 1
2. Position cursor on line 1
3. Press MODE
4. Type p
5. Select type of numbering desired
6. Type beginning number
7. Press RETURN

To affect numbering in heading on page other than 1:

1. Determine on which page numbering should be affected
2. Position cursor on preceding page
3. Position cursor on any line except line 1
4. Press MODE
5. Type p
6. Select type of numbering desired
7. Type number preceding beginning number (if beginning number is 1, type 0)
8. Press RETURN

Continued on next page

PAGE NUMBER CONTROL continued

To affect numbering in trailer:

1. Position cursor on page to be affected
2. Position cursor on any line except line 1
3. Press MODE
4. Type p
5. Select type of numbering desired
6. Type beginning number
7. Press RETURN

To advance page numbering (skip numbers):

1. Follow steps in appropriate procedure for heading or trailer, but stop before typing base number—see above and previous page
2. Type +
3. Type number of pages you wish to skip
4. Press RETURN

To decrease page numbering:

1. Follow steps in appropriate procedure for heading or trailer, but stop before typing base number—see above and previous page
2. Type -
3. Type number to be subtracted from next page number
4. Press RETURN

To delete:

1. Press SHIFT + MODE until instruction squares display
2. Position cursor under page number control square
3. Press ALT SHIFT + SHIFT + DEL

TIPS:

- Displays as instruction square
- To locate—see NEXT COMMAND SEARCH
- Page number control instruction typed in main document
- Document must contain heading or trailer with page number instruction (#)—see PAGE NUMBER
- Odd and even headings and trailers print according to page number control
- Page numbers in index and table of contents follow page number control instructions

PAGE SCROLL—see CURSOR MOVEMENT, PAGE INDEX

PAGINATION

Four methods for changing:

- Change text length—see FORMAT
- Use forced pages—see FORCED PAGE
- Perform widow/orphan pass—see WIDOW/ORPHAN PASS
- Use page if instructions—see PAGE IF

TIPS:

- To repaginate—see REPAGINATE
- To automatically number pages—see PAGE NUMBER
- To change page number format or base number—see PAGE NUMBER CONTROL

PAPER POSITIONING

To position paper in printer:

1. Pull paper bail forward
2. Insert paper behind platen
3. Turn platen knob to bring paper through
4. Pull paper release lever forward
5. Pinch front and back edges of paper to square paper in printer
6. Center page in printer:
 - For metal wheel printer, align left edge with vertical red line on print wheel carriage
 - For plastic wheel printer, align left edge with vertical red line on card guide
7. Hold paper in position and push paper release lever back
8. Adjust paper guide so that it is flush with left edge of paper
9. Turn platen knob to adjust top edge of paper:
 - For metal wheel printer, top edge should be flush with top of triangular hole on card guide
 - For plastic wheel printer, top edge should be flush with upper horizontal line on card guide
10. After printing has started and paper has advanced several lines, push paper bail back against paper

TIP: For metal wheel printer, if you cannot see triangular hole in card guide, push down on ribbon cartridge

PARAGRAPH

To type:

1. Press PARA
2. Type paragraph

To delete:

1. Position cursor under paragraph symbol (¶)
2. Press ALT SHIFT + SHIFT + DEL

TIPS:

- If line before PARA ends in RETURN, paragraph spacing format will be ignored in print
- Spacing between paragraphs does not display on screen, but is indicated by line counter
- To change paragraph indent or line spacing—see FORMAT

PASSWORD

To assign or remove password for document already recorded:

1. Display System Operations Menu
2. Type s
3. Type p
4. Type name of document
5. If document currently has password, type colon (:) and current password
If document does not have password, do not type anything
6. Press RETURN
7. To add password, type password desired
To remove password, do not type anything
8. Press RETURN

TIPS:

- Password must be 3 letters or numbers
- Document will not be protected by password alone. Protect level must be assigned—see PROTECT LEVEL
- To record document with password—see RECORD
- For disk password—see PASSWORD TAILOR

PASSWORD TAILOR

To tailor disk for disk password:

1. Display Utility Operations Menu
2. Type t
3. Wait for prompt to display
4. Remove Utility disk
5. Insert disk to be tailored in drive 1 and close door
6. Press RETURN
7. If required, type current disk password and press RETURN
8. Type p
9. To add password, type password (1-8 alphabet letters)
To remove password, do not type anything
10. Press RETURN
11. Type new password again to verify
12. Press RETURN
13. Change other tailors if desired
14. Press MENU to record tailors on disk

PHRASE

To phrase block of text:

1. Press SHIFT +MODE until instruction squares display
2. Position cursor under first character, symbol or square to be phrased
(if document has no squares, go directly to step 2)
3. Press MARK
4. Position cursor under last character, symbol or square to be phrased.
Marked text is highlighted
5. Press MARK (to cancel, press CANCEL twice)
6. Press PHRASE
7. Type phrase letter (a-z)
8. If letter is in use:
To replace old phrase with new phrase, press RETURN twice
To save old phrase, type another letter or press CANCEL three times
9. Insert phrase back into text if desired—see next page

To phrase tab scale:

1. Position cursor on tab scale
2. Press MARK
3. Position cursor on tab scale again
4. Press MARK
5. Press PHRASE
6. Type phrase letter (a-z). If letter in use, see step 8 above for options
7. Insert phrase back into text if desired—see next page

Continued on next page

PHRASE continued

To delete phrase:

1. Record or Edit a document
2. Press PHRASE
3. Press DEL
4. Type the letters of any phrases you want to delete
5. Press RETURN

To edit phrase:

1. Insert original phrase into document
2. Make the desired changes
3. Mark the beginning and end of the new phrase
4. Press PHRASE
5. Type the original phrase letter
6. OASys beeps to remind you that there's already a phrase by that name
7. To override old phrase, press RETURN
8. Press RETURN again to verify that you are replacing the old phrase

To insert phrase:

1. Press SHIFT + MODE until instruction squares display (if document has no squares, go directly to step 2)
2. Position cursor under character, symbol or square to follow insertion
3. Press PHRASE
4. Type phrase letter

TIPS:

- Phrase size limited only by disk space
- Phrase may be inserted in any document on disk
- Any combination of text, symbols and squares may be phrased except heading, trailer, footnote or equation instructions
- To see phrases used, display any directory—see DIRECTORY
- To move block of text —see MOVE
- To delete block of text—see DELETE

POSITIONING PAPER—see PAPER POSITIONING

POWER OFF

1. Display System Operations Menu
2. Press OFF (press OFF at both stations if two videos in use)
3. Wait until drive door(s) click and unlock
4. Remove disk(s)
5. Press OFF (at master station if you have two videos)

POWER ON

1. Press button under front right side of master station console
2. Insert Utility disk into drive 1 and close door
3. Wait for Utility Operations Menu to display
4. Type p or c
5. Wait for prompt
6. Remove Utility disk
7. Insert Word Processing disk into drive 1 and close door
8. If required, type disk password and press RETURN
9. Type date (digits only)
10. If required, type time (digits only)
11. Press RETURN. System Operations Menu will display

TIPS:

- To use second video—see SECOND VIDEO
- To use disk in second drive from master station—see ACTIVATE SECOND DISK DRIVE and DISK INTERACTION

PRINT

1. Display System Operations Menu
2. Type p
3. Type name of document
4. Press RETURN
5. Select desired print options
6. Press RETURN
7. If you typed o at step 5, select special options and press RETURN
8. If applicable, follow prompt to insert paper and press RETURN

Continued on next page

PRINT continued

TIPS:

- To stop print, press HALT
- Single sheet: Printer stops after each page. If not selected, document prints continuously
- Special options:
 - Repagination off—see REPAGINATION OFF
 - Font # (F1-F4)—see FONT CHANGE
 - Assembly—see DOCUMENT ASSEMBLY
 - Sheet feeder—see sheet feeder documentation
 - Forms (only displays if your disk and System have Forms feature)—see Forms documentation
- For print commands which do not repaginate document—see REPAGINATION OFF
- High priority—see HIGH PRIORITY
- Selected page #'s: Use page numbers on screen, not printed numbers. Type selected page numbers, separated with commas (4,8). Up to 5 single pages. To print group of pages, separate with hyphen (4-8). To print from selected page to end of document, print to 999. Up to 2 groups of pages. In combination, up to 2 single pages and 1 group of pages may be selected.
- To queue documents for print—see PRINT QUEUE
- To position paper in printer—see PAPER POSITIONING

PRINT ASSEMBLY

To print several documents as one document:

1. Display System Operations Menu
2. Type p
3. Type document names, separated with commas
4. Follow usual print procedure—see PRINT

TIPS:

- Documents print repaginated in sequence selected
- Documents remain separate on disk
- Format sets, tab sets, headings and trailers in individual documents affect text which follows
- First document's primary formats and outline sets used
- Page, outline and automatic numbering continuous
- Up to 13 documents may be in one print assembly command
- See also—DOCUMENT ASSEMBLY

PRINT QUEUE

To queue document:

Type print command for document—see PRINT

To display:

1. Display System Operations Menu
2. Press MODE
3. Type q

To remove document from queue:

1. Display print queue—see above
2. Type document number

TIPS:

- Document may be removed from queue only at station from which document was sent to queue
- Currently printing document cannot be deleted from queue. Instead, press HALT
- Up to 8 documents may be queued at one time
- Print assembly documents included in one print command are considered one document in queue
- Document cannot be queued more than once at a time unless only selected pages are being printed
- To change date or time in queue—see DATE AND TIME
- On OASys 3000 and Model II work stations, high priority document will print next
- On OASys 3000S, high priority document is first in your print queue

PRINT WHEEL

To change print wheel on metal wheel printer:

1. Remove cover
2. Remove ribbon—see RIBBON
3. Tilt carriage toward you
4. Pull print wheel knob until print wheel comes off
5. Position new print wheel to match slot with hub on carriage
6. Press down on print wheel to reseal it
7. Tilt carriage away from you
8. Replace ribbon
9. Replace cover

To change print wheel on plastic wheel printer:

1. Remove cover
2. Remove ribbon—see RIBBON
3. Press “o” button on carriage until it clicks

Continued on next page

PRINT WHEEL continued

4. Tilt carriage toward you
5. Pull print wheel knob until print wheel comes off
6. Position new print wheel to match slot with hub on carriage
7. Press down on print wheel to reseal it
8. Tilt carriage away from you
9. Replace ribbon
10. Push down on "c" button until it clicks
11. Rethread ribbon
12. Press ribbon advance button (right inside edge of printer) to advance slack ribbon
13. Replace cover

TIP: You may need to change print wheel set—see PRINT WHEEL SETS

PRINT WHEEL SETS

To change:

1. Display System Operations Menu
2. Press MODE
3. Type w
4. Type number of print head
5. Type letter of print wheel choice
6. Make other print wheel set changes if desired
7. Press MENU

TIPS:

- Print wheel sets and examples of corresponding wheels:

WP Standard:	Plastic wheels marked "WP"
APL or OCR B:	Plastic or metal wheels marked "APL", OCR B" or "ASCII"
Std Metal Wheel:	Metal wheels <u>not</u> marked "Legal" or "Scientific 10" (includes most PS)
Legal Metal Wheel:	Metal wheels marked "Legal"
Metal Sci 10:	Metal wheels marked "Scientific 10"
Greek/Math:	Plastic wheels marked "Greek/Math"
Titan 10 Metal	For print wheels labeled Titan 10
Pica 10 Metal	For print wheels labeled Pica 10
Standard Plastic	For print wheels labeled Standard
OCR-B Plastic	For print wheels labeled OCR-B
- Head numbers for single track printers:

Printer #1:	Head #1
Printer #2:	Head #3

Continued on next page

PRINT WHEEL SETS continued

- Head numbers for twin track printers:
 Printer #1, left Head: Head #1
 Printer #1, right Head: Head #2
 Printer #2, left Head: Head #3
 Printer #2, right Head: Head #4
- Default print wheel set for each head is WP Standard
- When System is powered off, all sets return to WP Standard
- Print wheel sets for two stations are independent. System uses individual station's print wheel sets to print document

PROPORTIONAL SPACING

1. Position cursor where proportional spacing should take effect
2. Change format to V1—see FORMAT
3. Change primary format sets for headings, trailers and footnotes to V1—see HEADING: FORMAT SETS, TRAILER: FORMAT SETS or FOOTNOTE: FORMAT SETS

TIPS:

- To print, use PS wheel on metal wheel printer. Change print wheel set if necessary—see PRINT WHEEL SETS
- Spacing depends on individual letter width rather than character spacing format. Twenty spaces print 1 inch long, regardless of character spacing
- Proportional spacing does not display on screen
- To align short lines ending in RETURN evenly, type at the left margin or position with TAB or INDENT
- Character spacing format determines spacing of tab stops in print

PROTECT LEVEL

To add, change or remove:

1. Display System Operations Menu
2. Type s
3. Type L
4. Type name of document
5. If document has password, type colon (:) and current password
 If document does not have password, do not type anything
6. Press RETURN
7. To add or change, type appropriate letter
 To remove, type n

TIP: For no access or no modify protect level, assign password to document before adding protect level—see PASSWORD

QUEUE—see PRINT QUEUE

R-S

R-S

R-S

RECORD

1. Display System Operations Menu
2. Type r
3. Type desired name for document
4. If desired, type colon (:) and password
5. If desired, tab to and fill in one or more other blanks
6. Press RETURN
7. Type document
8. Press MENU

TIPS:

- Document name may be 1-10 letters, numbers or hyphens
- Document password must be 3 letters or numbers
- Document may be up to 255 pages long
- To format—see FORMAT
- To record document on disk in drive 2—see ACTIVATE SECOND DISK DRIVE, DISK INTERACTION, SECOND VIDEO

RECOVER

1. Display Utility Operations Menu
2. Type r
3. Wait for recovery prompt to display
4. Remove Utility disk
5. Insert disk to be recovered in drive 1 and close door
6. To print messages, type p and insert paper in printer
7. To scan disk, type s (disk will not be recovered)
8. Press RETURN
9. Watch read error count
10. If count remains below 10, let recovery continue
If count reaches 10, press CANCEL to stop recovery. See "Utility Disk" section of *Features and Reference Guide* for instructions
11. When recovery is complete, edit documents as indicated by messages

TIPS:

- Salvage document may contain deleted text
- Do not scan disk unless instructed to
- For information on recovery messages, see "Utility Disk" section of *Features and Reference Guide*

REFORMAT

To reformat document:

1. Position cursor where new format should take effect
2. Change format(s)—see FORMAT
3. Scroll or print from change forward to end of document

TIPS:

- When you search to and edit selected pages, then print selected pages without scrolling or entirely printing, document will not reformat
- For scrolling methods—see PAGE INDEX

REMOVE DISK—see POWER OFF

RENAME

1. Display System Operations Menu
2. Type s
3. Type r
4. Type current name of document
5. Type /
6. Type new name
7. Press RETURN

REPAGINATION

Two methods for repaginating document after edit or format change:

- Scroll to end of document from point of change
- Print document from page containing point of change through 999

TIPS:

- When you search to and edit selected pages, then print selected pages without scrolling or entirely printing, document will not repaginate
- For scrolling methods—see PAGE INDEX

REPAGINATION OFF

To turn on or off during edit:

1. Edit document—see EDIT
2. Press MODE
3. Type r
4. Follow prompts to turn repagination on or off

Continued on next page

REPAGINATION OFF continued

TIPS:

- You cannot use ↓ or ↑ to scroll past page crossings with repagination off. Search to a selected page or press PG ↓ or PG ↑
- PAGE ↓ places cursor directly at top of next page without visibly scrolling through text
- When you press MENU, repagination automatically turns back on

To turn off during print:

1. Display System Operations Menu
2. Type p
3. Type name of document
4. Press RETURN
5. Type o
6. Select any other print options desired
7. Press RETURN
8. Type r
9. Select any other special options desired
10. Press RETURN

TIPS:

- Print does not repaginate when:
 Repagination off is selected
 Individual pages are selected
 Groups of pages that do not go to 999 are selected
 Document assembly is selected. (Assembled document repaginates, but standard and variable documents do not)

REQUIRED BACKSPACE

To type:

1. Position cursor where required backspace desired
2. Press ALT SHIFT + BACKSPACE
3. Type overstriking character or space if desired

To delete:

1. Press SHIFT + MODE until instruction squares display
2. Position cursor under required backspace square
3. Press ALT SHIFT + SHIFT + DEL

Continued on next page

REQUIRED BACKSPACE continued

TIPS:

- Displays as instruction square
- Next Command Search does not locate
- Overstriking character occupies separate position on screen but not on printed line
- Several may be typed in a row
- May be used with other instructions such as superscript
- Each required backspace effective for one character position
- To overstrike several characters—see OVERSTRIKE

REQUIRED SPACE

To type:

1. Position cursor where required space desired
2. Press ALT SHIFT + SPACEBAR

To delete:

1. Position cursor under required space
2. Press DEL

TIP: Required space keeps words together on the same line

REQUIRE TIME OF DAY TAILOR—see TIME OF DAY TAILOR

RIBBON

To change on metal wheel printer:

1. Remove cover
2. Push down on white levers on each side of ribbon cartridge
3. Lift cartridge straight up
4. Turn white knob in direction of arrow to tighten and straighten ribbon in replacement cartridge
5. Place ribbon portion of cartridge behind print wheel shield and ribbon guide posts
6. Align cartridge with carriage
7. Press down until both latches engage
8. Be sure ribbon is not caught on print wheel
9. Replace cover

Continued on next page

RIBBON continued

To change on plastic wheel printer:

1. Remove cover
2. Disengage ribbon from ribbon posts
3. Check for red release lever on the left side of carriage
4. If lever is there, press it down, then remove cartridge
If lever is absent, pull up on cartridge to remove
5. Pull small loop of ribbon out of replacement cartridge
6. Drape ribbon over print wheel
7. Loop ribbon through ribbon guides and around outside of tension lever to right of print wheel
8. Align cartridge with carriage
9. Press down to lock in place
10. Press ribbon advance button on right inside edge of printer to tighten ribbon and ensure inked portion is visible
11. Replace cover

SALVAGE—see RECOVER

SCAN—see RECOVER

SCREEN DISPLAY LEVEL

To change:

Press SHIFT + MODE until desired level displays

SCROLL—see CURSOR MOVEMENT

SEARCH

To search:

1. Position cursor where search should begin
2. Press SEARCH
3. Type s
4. Type text string to be located
5. To find any occurrence, press RETURN
To find only occurrences capitalized exactly as typed in step 4, press
MARK

Continued on next page

SEARCH continued

To search and replace without stopping (Global search):

1. Position cursor where search should begin
2. Press SEARCH
3. Type r
4. Type text string to be located
5. To find any occurrence, press RETURN
To find only occurrences capitalized exactly as typed in step 4, press MARK
6. Type replacement text string
7. To capitalize replacement to match string it replaces, press RETURN
To insert replacement exactly as typed in step 6, press MARK

To search and replace only with your verification:

1. Position cursor where search should begin
2. Press SEARCH
3. Type v
4. Type text string to be located
5. To find any occurrence, press RETURN
To find only occurrences capitalized exactly as typed in step 4, press MARK
6. Type replacement text string
7. To capitalize replacement to match string it replaces, press RETURN
To insert replacement exactly as typed in step 6, press MARK
8. Each time search stops:
For replacement, press RETURN
To prevent replacement, press SEARCH

TIPS:

- To interrupt search, press CANCEL
- To repeat last search, press SEARCH twice
- Search proceeds from cursor position forward in document
- Text strings may contain up to 77 letters, numbers or spaces and cannot contain special characters or instructions
- Search locates underscored text strings, but does not locate text strings containing required spaces or other instructions
- For index search—see INDEX
- To search for instruction squares—see NEXT COMMAND SEARCH
- To search to page—see CURSOR MOVEMENT

SEARCH TO A SPECIFIC COMMAND

1. Position cursor where search should begin
2. Press SEARCH

Continued on next page

SEARCH TO A SPECIFIC COMMAND continued

3. Type: s
4. Press the keystrokes used to make the command you're searching for

SECOND VIDEO

1. Display System Operations Menu at master station
2. Insert disk in drive 2 and close door
3. Press RETURN at second video

TIPS:

- Disk inserted in drive 2 must match level and feature configuration of disk in drive 1
- See also—ACTIVATE SECOND DISK DRIVE, DISK INTERACTION

SINGLE SHEET PRINT—see PRINT

SPACE, REQUIRED—see REQUIRED SPACE

SPECIAL CHARACTERS

To type character on left front of number row:

Press ALT SHIFT + desired key

To type character on right front of number row:

Press ALT SHIFT + SHIFT + desired key

To delete:

1. Position cursor under character
2. Press DEL

TIP: To print, use print wheel containing character and correct print wheel set—see PRINT WHEEL, PRINT WHEEL SET

SPECIAL FUNCTIONS—see individual function

STANDARD COPY—see COPY: STANDARD

STANDARD DOCUMENT—see DOCUMENT ASSEMBLY: STANDARD DOCUMENT

STOP PRINTER—see HALT

SUBSCRIPT AND SUPERScript

To type subscript:

1. Press SUB once for each subscript level
2. Type text
3. Press SHIFT + SUPER as many times as SUB was pressed in step 1

To type superscript:

1. Press SHIFT + SUPER once for each superscript level
2. Type text
3. Press SUB as many times as SHIFT + SUPER was pressed in step 1

To delete:

1. Press SHIFT + MODE until instruction squares display
2. Position cursor under SUPER or SUB square
3. Press ALT SHIFT + SHIFT + DEL

TIPS:

- Display as instruction squares
- Next Command Search does not locate
- Each level is $\frac{3}{8}$ of a line
- Each line must contain equal number of SUPER and SUB instructions

SWAPPED DISK COPY—see COPY: SWAPPED DISK

SWITCH CODE—see DOCUMENT ASSEMBLY: STANDARD DOCUMENT

SYSTEM OPERATIONS MENU

To display from document, print queue, print wheel sets menu, feature configuration screen:

Press MENU

To display from heading, trailer or footnote:

1. Press HEAD, TRAIL or FOOT
2. Press MENU

To display after performing Utility function:

1. Insert Utility disk in drive 1 and close door
2. Press CANCEL
3. Follow steps 3-10 of Power On procedure—see POWER ON

TIP: To display from off or Utility Operations Menu—see POWER ON, SECOND VIDEO

T-Z Index

TABLE OF CONTENTS

To type instruction:

1. Position cursor under section title to be in table of contents
2. Press INDEX
3. Type text that should appear in table of contents
4. Press MARK

To delete:

1. Press SHIFT + MODE until instruction squares display
2. Position cursor under table of contents square
3. Press ALT SHIFT + SHIFT + DEL

TIPS:

- Displays as instruction square
- To locate—see NEXT COMMAND SEARCH

TABLE OF CONTENTS: CREATE

1. Display System Operations Menu
2. Type s
3. Type i
4. Type name of document for which you want table of contents
5. Type /
6. Type desired name for table of contents document
7. Press RETURN
8. Type t
9. Edit table of contents when cursor reappears and format as desired

TIPS:

- Document for which table of contents is created must have table of contents instructions—see TABLE OF CONTENTS
- Newly created table of contents may contain up to 2400 characters. More characters may be added during edit after creation
- System follows page number control instructions when creating table of contents document
- Page index erased—see PAGE INDEX

TAB STOPS

To set:

1. Position cursor on first line where tab stops are required
2. Move cursor to desired character position
3. To set flush left tab stop, press TAB SET
To set Decimal, Right, Center, or Period leader tab stop, press ALT SHIFT + SPC SET and type letter

To clear:

1. Position cursor on first line where tab stop is not needed
2. Move cursor to tab stop position
3. Press SHIFT + CLEAR

To clear all tab stops currently in effect on line:

1. Position cursor on line
2. Press ALT SHIFT + SPC SET
3. Type a

To delete tab stop or clear:

1. Position cursor on tab scale where tab stop or clear was set
2. Position cursor under tab stop letter or clear
3. Press DEL

To delete tab instruction (>):

1. Position cursor under tab instruction
2. Press ALT SHIFT + SHIFT + DEL

To delete tab scale:

1. Position cursor on tab scale
2. Press ALT SHIFT + DEL

To move cursor to next tab stop in effect on text line:

Press ALT SHIFT + TAB

To move cursor to next tab stop in effect on tab scale:

Press TAB

TIPS:

- Clear and set tab stops on line 1, line following RETURN or forced page
- You cannot type text or press MODE or FORMAT on a tab scale
- Proofreading screen display level displays blank space for tab scale
- To move or delete column—see COLUMN MOVE AND DELETE
- To tailor disk for default tab stops—see TAB TAILOR

TAB TAILOR

To tailor disk:

1. Display Utility Operations Menu
2. Type t
3. Wait for prompt to display
4. Remove Utility disk
5. Insert disk to be tailored in drive 1 and close door
6. Press RETURN
7. If required, type current disk password and press RETURN
8. Type t
9. Follow prompts to record tab stops
10. Press CANCEL to return to Tailor Menu
11. Change other tailors if desired
12. Depress MENU to record tailors

TIPS:

- Affects all new documents
- Does not affect previously recorded document unless page index is erased—see PAGE INDEX
- Tailored tab stops may be cleared but not deleted in document

TAILOR

To tailor disk:

1. Display Utility Operations Menu
2. Type t
3. Wait for prompt to display
4. Remove Utility disk
5. Insert disk to be tailored in drive 1 and close door
6. Press RETURN
7. If required, type current disk password and press RETURN
8. From Tailor Menu, type letter for item you wish to tailor
9. Follow prompts—see individual tailors for details
10. Change as many tailors as necessary
11. To record tailors, press MENU
To prevent tailors from being recorded, press CANCEL

Continued on next page

TAILOR continued

TIPS:

- Underlining and footnote print options tailors affect all documents on disk
- Format, tab and outline set tailors affect only documents recorded after the tailor is set
- Format tailors affect both main document and primary heading, trailer and footnote formats
- Delete overwrite does not overwrite documents deleted before tailor was set
- In System update, tailors of updated disk are retained. In Total update, tailors of 'new' disk are copied onto 'old' disk

TIME—see DATE AND TIME, POWER ON, TIME OF DAY
TAILOR

TIME OF DAY TAILOR

To tailor disk:

1. Display Utility Operations Menu
2. Type t
3. Wait for prompt to display
4. Remove Utility disk
5. Insert disk to be tailored in drive 1 and close door
6. Press RETURN
7. If required, type current disk password and press RETURN
8. Type r
9. For time not to be requested, type n
For time to be requested, type y
10. Change other tailors if desired
11. Depress MENU to record tailors

TIP: If disk has Communications feature, time of day is requested regardless of tailor

TRAILER

To type:

1. Position cursor on page where trailer should start printing
2. Position cursor on any line except line 1
3. Press ALT SHIFT + TRAIL
4. For Both/Even trailer, press RETURN
For Odd trailer, type o
5. Type text of trailer
6. Press TRAIL

To edit:

1. Press SHIFT + MODE until instruction squares display
2. Position cursor under trailer square
3. Press ALT SHIFT + TRAIL
4. If trailer is Both/Even, press RETURN
If trailer is Odd, type o
5. Perform edits
6. Press TRAIL

To delete:

1. Press SHIFT + MODE until instruction squares display
2. Position cursor under trailer square
3. Press ALT SHIFT + SHIFT + DEL

TIPS:

- Displays as instruction square
- To locate—see NEXT COMMAND SEARCH
- Do not use tab stops in trailer. Position text with spaces, CENTER or PARA
- Trailer instruction cannot be phrased but can be moved—see MOVE. Text inside trailer may be phrased
- Both/even trailer prints on all pages when there is no odd trailer
- Both/even trailer prints on even pages when there is an odd trailer
- Odd trailer always prints on odd pages
- To change trailer formats—see TRAILER: FORMAT SETS
- For automatic page numbering—see PAGE NUMBER

TRAILER: FORMAT SETS

To change primary format sets:

1. Position cursor anywhere in main document
2. Press FORMAT
3. Press ALT SHIFT + TRAIL
4. Follow prompts to type format changes
5. Press RETURN

To change secondary format sets:

1. Press SHIFT + MODE until instruction squares display
2. Position cursor under trailer square
3. Press ALT SHIFT + TRAIL
4. If trailer is Both/Even, press RETURN
If trailer is Odd, type o
5. Press FORMAT once (or twice for menu)
6. Follow prompts to type format changes
7. Press TRAIL

TIPS:

- Primary formats include: S, T, I, M, L, C, V, J
- Primary formats affect all headings and trailers except those with secondary formats
- Secondary formats include: T, I, M, L, C, V, J
- Secondary formats affect only the trailer in which they are set
- Secondary formats display as instruction squares. To delete, press ALT SHIFT + SHIFT + DEL

TWO STATION COPY—see COPY: TWO STATION

TYPEWRITER MODE

1. Position paper at top of sheet and pull paper bail forward
2. Insert Utility Disk
3. Type: w
4. To print by character, type: c
To print by line, type: l

TIPS

- Print by character: each character prints as you type it
- Print by line: each line prints when you press RETURN
- Use the spacebar, RETURN, BACKSPACE, 4 direction arrows, or ALT SHIFT + LEFT ARROW to position printhead (ARROWS DON'T WORK WHEN PRINTING BY LINE)
- Use the FORMAT key to change formats
- If printer is powered off or in use, you can't use typewriter mode
- The cent sign (¢) and characters on the fronts of keys do not print
- Pressing PAGE/PARA rolls paper to top of next sheet
- For underscore, press ALT SHIFT + UND

TYPEWRITER MODE: TAB STOPS

To set:

1. Position printhead at character position where tab is desired
2. Press TAB

To clear:

1. Position printhead at character position of TAB stop
 2. Press SHIFT + CLEAR
- Three flush left TAB stops are pre-set at positions 15, 25, and 35
 - If you press TAB and system beeps, there are no TABS to the right of the printhead position
 - You can only set flush left TAB stops in typewriter mode

UNDERLINING TAILOR

To tailor disk:

1. Display Utility Operations Menu
2. Type t
3. Wait for prompt to display
4. Remove Utility disk
5. Insert disk to be tailored in drive 1 and close door
6. Press RETURN
7. If necessary, type current disk password and press RETURN
8. Type u
9. To underline words and spaces, type c
To underline words only, type w
10. Change other tailors if desired
11. Depress MENU to record tailors

TIP: Immediately affects all documents on disk

UNDERScore

To type:

1. Position cursor under first position to be underscored
2. Press ALT SHIFT + UND
3. Type text
4. Position cursor to immediate right of last position to be underscored
5. Press ALT SHIFT + UND

To delete:

1. Press SHIFT + MODE until instruction squares display
2. Position cursor under underscore square
3. Press ALT SHIFT + SHIFT + DEL

TIPS:

- Displays as instruction square
- Next Command Search does not locate
- Type underscore instructions in pairs—one for on, one for off
- Delete both underscore squares
- To change automatic underscore from continuous (spaces underscored) to word only (spaces not underscored) or vice versa—see UNDERLINING TAILOR

UNDERSCORE: DOUBLE

To type when using print wheel with double underscore character:

1. Position cursor under first position to be double underscored
2. Press ALT SHIFT + EMPH
3. Type o
4. Press ALT SHIFT + SHIFT + UND
5. Type text
6. Position cursor to immediate right of last position to be double underscored
7. Press ALT SHIFT + EMPH
8. Type o
9. Press RETURN

TIP: Before printing you may need to change print wheel and/or print wheel sets—see PRINT WHEEL, PRINT WHEEL SETS

To type double underscore with print wheel which does not contain double underscore (for lines ending in RETURN only):

1. Position cursor under first position to be double underscored
2. Press ALT SHIFT + UND
3. Type text
4. Position cursor to immediate right of last position to be double underscored
5. Press ALT SHIFT + UND
6. Position cursor at end of current line
7. Change line spacing format to sl!
8. Press RETURN
9. Position cursor under first position to be double underscored
10. Press ALT SHIFT + UND
11. Type enough spaces to double underscore text on line above
12. Press ALT SHIFT + UND
13. Position cursor at end of current line
14. Change line spacing back to previous format

TIPS:

- For proportional spacing, you may need to type additional underscored spaces
- For proportional spacing, type underscored text and underscored spaces at left margin or position with TAB or INDENT—see PROPORTIONAL SPACING

UPDATE

One drive:

1. Display Utility Operations Menu
2. Type u
3. Wait for update prompt to display
4. For System update, type s
For Total update, type t and press RETURN
5. Type 1
6. Remove Utility disk
7. Insert 'new' disk in drive and close door
8. Press RETURN
9. For 'old' disk to contain all features on 'new' disk, type n
To select which features on 'new' disk will go on 'old' disk or to remove features, type y. Select desired features (you may select no features). Press RETURN
10. Follow prompts to swap 'old' and 'new' disks until message indicates update is complete

Two drives:

1. Display Utility Operations Menu
2. Type u
3. Wait for update prompt to display
4. For System update, type s
For Total update, type t and press RETURN
5. Type 2
6. Remove Utility disk
7. Insert 'new' disk in drive 1 and close door
8. Insert 'old' disk in drive 2 and close door
9. Press RETURN
10. For disk to contain all features on 'new' disk, type n
To select which features on 'new' disk will go on 'old' disk or to remove features, type y. Select desired features (you may select no features). Press RETURN

TIPS:

- 'New' disk is disk with desired System area
- 'Old' disk is disk to be updated
- System update changes System area only, not documents or disk tailors
- Total update changes System area, erases all documents and phrases, and records 'new' disk tailors onto 'old' disk
- To update history directory—see UPDATE HISTORY DIRECTORY
- Minimum available space to add 1 special feature: 30% - 15 units
- Minimum available space to add 2 special features: 40% - 30 units
- Minimum available space to add 3-5 special features: 50% - 45 units

UPDATE HISTORY DIRECTORY

1. Display System Operations Menu
2. Type s
3. Type u
4. Type name of document
5. Tab to blanks and type new description and/or initials
6. Press RETURN

TIPS:

- To delete information, tab to blank and type a space
- To change date last printed or revised, change date in print queue, then print or edit entire document
- To change document name—see RENAME

UTILITY OPERATIONS MENU

To display when System is off:

1. Power System on using button under right side of console
2. Insert Utility disk in drive 1 and close door

To display when System has active word processing disk in drive:

1. Power System completely off—see POWER OFF
2. Power System on using button under right side of console
3. Insert Utility disk in drive 1 and close door

TIPS:

- To display after performing Utility operation, insert Utility disk in drive 1 and close door, then press CANCEL
- For details—see individual operation

WIDOW/ORPHAN PASS

1. Position cursor on line 1
2. Press MODE
3. Type w

TIPS:

- Displays as instruction square
- To locate—see NEXT COMMAND SEARCH
- To stop widow/orphan pass, press CANCEL
- New pass automatically cancels old widow/orphan instructions
- To delete, display instruction squares, position cursor under W/O square and press ALT SHIFT + SHIFT + DEL
- Perform widow/orphan pass after all other edits and hyphenation pass
- Finds widow/orphan lines only in continuous text

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